

# SRNL FLM/POC Council Charter

Revision 1  
Effective 2/4/05

Approved by:  
SRNL Deputy Director



## MISSION STATEMENT

The SRNL First Line Manager/Point of Contact (FLM/POC) Council is an SRNL-wide council representing SRNL research and development sections. The Council provides the following:

- A forum for lab technician sharing to optimize lab technician utilization
- A forum for reviewing and resolving broad issues that impact the laboratory seniority unit
- Expertise and insight to SRNL senior management team with regard to policies and procedure changes which impact FLMs and the employees they manage
- Uniform application of policy, enhanced communications among SRNL organizations, and increased opportunities to share Lessons Learned and recommended corrective actions
- Recommendations to SRNL senior management on SRNL-wide issues

## GOALS

- Each FLM/POC is represented at the weekly lab technician sharing /utilization meeting (100% representation). Each representative maintains a weekly technician schedule.
- Each section is represented at the SRNL FLM/POC Council meeting held at least quarterly (100% representation).
- An environment is created and maintained in which all FLM/POCs are an active part of the management team.
- Technician utilization is optimized through planning, scheduling, and training resulting in a more efficient and effective overall SRNL technician functional assignment.  
Training requirements and other skill needs or constraints are assessed consistently across SRNL and employed in optimizing technician utilization.

## MEMBERSHIP

The composition of the SRNL FLM/POC Council is as follows:

- Sponsor: SRNL Deputy Director
- Lead: Appointed by SRNL Deputy Director
- Technician Coordinator: Appointed by SRNL Deputy Director
- Council Chair: Elected by FLM/POC Council

- **Vice-Chair/Chair-Elect:** Elected by FLM/POC Council  
**Members:** One from each section

Both the FLM/POC Council Chair and Vice-Chair serve in their respective roles for a period of one year, with possible extension for an additional six months at the discretion of the Sponsor. Both the Chair and Vice-Chair serve as representatives for their organizations. Each section has one voting member.

The Vice-Chair is the Chair Elect and assumes the position of Chair following the term of the current Chair. A new Vice-Chair/Chair-Elect is elected by the Council at this time. In this way, continuity of leadership is maintained.

## **RESPONSIBILITIES**

### **Sponsor**

Provide overall direction for the SRNL technician functional assignment

### **Sponsor and Lead**

- Serve as liaison with SRNL staff on SRNL wide FLM and technician initiatives

### **Technician Coordinator**

Conduct the lab technician utilization meeting and make final decisions on lab technician utilization.

Coordinate reviews of technician training requirements, including additional skill needs and constraints to ensure consistency across SRNL and adequacy of staffing levels

### **FLM/POC Council Chair**

- Conduct general council meetings
- Maintain a prioritized list and status of FLM issues and FLM Council activities
- Prepare and distribute an agenda prior to each general FLM meeting
- Arrange for appropriate management and/or site subject matter expert attendance at the general meetings

### **FLM/POC Council Vice-Chair**

- Backup to the Council Chair
- Rotate into Council Chair position after one year
- Maintain a current e-mail distribution list for all Council members
- Maintain and distribute annual Council meeting schedules
- Provide attendance information at each Council meeting

### **All Council Members**

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- **Actively participate in all Council activities**
- **Maintain a technician schedule and provide weekly input to the Technician Coordinator**

## **PRACTICES**

**The Council will meet weekly for technician utilization, though the Council may change the meeting frequency as needed.**

**A general Council meeting will be held at least quarterly to discuss topics of interest. Additional special meetings may be called as needed to address critical issues.**

**Issues may come to the Council for consideration from a number of sources, including the SRNL Senior Staff, members of the Council, and other organizations that bring items before the Council.**